

PB93-963342

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PB93-963342
4/28/93

PA REVIEW CHECKLIST

Site Name:

CERCLIS ID No.:

Location (City, County, State):

Prepared by (Agency):

Date:

Reviewer Name:

Agency:

Document Reviewed:
(PA Report/Scoresheets/Both)

Date of Review:

Site Name: _____

PA REPORT REVIEW CHECKLIST

The preliminary assessment (PA) review checklist was designed to evaluate the quality of PA work products. The review will ensure that EPA decisions concerning the disposition of sites are made in a nationally consistent, scientifically based, and efficient manner.

The order in which information is presented in the PA does not have to be consistent with the checklist, but the PA should be organized in a logical sequence and consistent with PA guidance. Relevant pages of the PA guidance manual (Guidance for Performing Preliminary Assessments Under CERCLA, OSWER Directive 9345.0-01A, September 1991) are provided in parentheses throughout the checklist.


All factual information should be referenced in the PA report and PA scoresheets with page numbers provided. The reviewer should place a checkmark in the "Ref(s) Checked" column when information is verified in the references. If the information is not supported by the reference material or the information is not referenced, the reviewer should place an NS (not supported) in this column. The reviewer may write in the space provided and attach sheets as necessary.

The reviewer should indicate in the left column whether the following information is included in the PA narrative by placing a Y (yes), N (no), or NA (does not apply to the site) in the space provided. Place an I (incomplete) in the left column for information that is included but is not complete, and an S (scoresheets) if the information is included in the scoresheets but not in the PA report. The bold, italicized areas highlight several critical factors.

This checklist and the PA guidance manual can be ordered from the National Technical Information Service (NTIS) by calling 703-487-4650. To order both documents, the order number is PB92-963303. The checklist by itself is order number PB93-963342.

Site Name: _____

I. PA Content

| <u>Introduction</u> | Ref(s) <u>Checked?</u> |
|---|---------------------------|
| Does the PA include the following information: | |
| _____ Agency/name of organization performing PA (p. 145) | |
| _____ Authority under which PA was conducted (p. 145) | |
| _____ Site name (p. 14) | _____ |
| _____ Site alias (names other than that entered in CERCLIS) (p. 15) | _____ |
| _____ Site address (street, city, county, state) (p. 145) | _____ |
| _____ CERCLIS ID number (p. 15) | |
| _____ Site name and ID number identical to CERCLIS entry? | |
| _____ purpose of PA (p. 145) | |
|  _____ RCRA status (p. 16) | _____ |

Comments: _____

Did PA activities include:

File review? (pp. 21-23) Y/N _____

Target survey? (pp. 31-32) Y/N _____

Site reconnaissance? (pp. 27-29) Y/N _____

Comments: _____




Site Name: _____

| <u>Site Location/Description</u> | <u>Ref(s)</u> <u>Checked ?</u> |
|--|-----------------------------------|
| Does the PA include the following information: | |
| _____ Geographic coordinates (Latitude/Longitude) (p. 40) | _____ |
| _____ Worksheets for Latitude/Longitude coordinate calculations (p. 40) | _____ |
| _____ Site setting/nearby land use (Appendix D, p. 4) | _____ |
| _____ Type of site (e.g., plating facility, landfill) (p. 41) | _____ |
| 3 _____ <i>Site status (active/inactive) (p. 14)</i> | _____ |
| _____ Years of operation (p. 40) | _____ |
| _____ Current site activities/use (p. 145) | _____ |
| _____ Current disposal/storage practices (p. 40) | _____ |
| 3 _____ <i>Source characterization (active, inactive, and historical sources) (p. 42)</i> | _____ |
| _____ <i>Description (p. 43)</i> | _____ |
| _____ <i>Dimensions (p. 14)</i> | _____ |
| _____ <i>Known or suspected wastes and hazardous substances (p. 40)</i> | _____ |
| _____ <i>Description of containment and condition (p. 40)</i> | _____ |
| _____ Size of site (p. 14) | _____ |
| _____ Site accessibility (identification of access restrictions, natural barriers) | _____ |
| _____ Site location map (p. 145) and other figures | _____ |
| _____ 1-mile source radius (pp. 23, 145) | _____ |
| _____ Overland drainage route(s) (p. 145) | _____ |
| _____ Probable point of entry (PPE) to surface water (Append C, p. 5) | _____ |
| _____ Nearest well, intake, residence (p. 145) | _____ |
| _____ Sensitive environments (p. 145) | _____ |

Site Name: _____

- _____ Site sketch (p. 44) _____
- _____ Major structures (e.g., buildings, paved areas, fences)
(p. 44) _____
- _____ Source areas (p. 44) _____

Comments: _____

| | | Ref(s) |
|--|--|-----------------|
| <u>Operational History and Waste Characteristics</u> | | <u>Checked?</u> |
| Does the PA adequately include the following information: | | |
| _____ Ownership (public/private/other) (p. 40) | | _____ |
| _____ Current owners, address(es), and dates of ownership (p. 40) | | _____ |
| _____ Current operators, address(es), and dates of operation (p. 40) | | _____ |
| _____ Former owners, address(es), and dates of ownership (p. 40) | | _____ |
| _____ Former operators, address(es), and dates of operation (p. 40) | | _____ |
| _____ Description of historical site activities (p. 40) | | _____ |
| _____ Description of wastes generated on site (p. 40) | | _____ |
| _____ Historical disposal/storage practices (p. 40) | | _____ |
| _____ Historical information on spills (p. 40) | | _____ |
| _____ Past source areas (if a removal has occurred) (p. 40) | | _____ |
|  _____ <i>Removal actions, including descriptions, dates, agencies that conducted the removal, and destination of wastes removed (p. 145)</i> | | _____ |
|  _____ <i>Known/estimated waste quantity (i.e., constituent, wastestream, volume, and area, as applicable) for each source (pp. 44-51)</i> | | _____ |
| _____ Information on permits, including issuing agency, date, discussion of inspection results, permit numbers, and violations (p. 145) | | _____ |
|  _____ <i>Information on other regulatory agency involvement (p. 145)</i> | | _____ |

Site Name: _____

_____ Other investigations, including identification or investigating agency, date, and results (pp. 21-30) _____


_____ Previous sampling, if any, including discussion of analytical data and summary of results (p. 145) _____

Comments: _____

| <u>Ground Water Pathway</u> | <u>Ref(s) Checked?</u> |
|-----------------------------|----------------------------|
|-----------------------------|----------------------------|

Does the PA include the following information

_____ Physiographic province underlying site/sources _____

 _____ *Depth to shallowest aquifer (p. 56)* _____

_____ Permeability of strata overlying shallowest aquifer (p. 145) _____

_____ Net precipitation (p. 54) _____


_____ Identification of aquifers in order of increasing depth (p. 145) _____

_____ Aquifer description, including use, thicknesses, general flow direction (p. 145) _____

_____ Confining layers (p. 145) _____

_____ Aquifer interconnections within 4 miles of the site (or within 2 miles if source boundaries are well defined) (p. 145) _____

_____ Aquifer discontinuities within 4 miles of the site (p. 145) _____


 _____ *Karst features (if non-karst, this should be stated) (pp. 55, 57-58)* _____

_____ Citizen complaints _____

_____ Well closures (p. 26) _____

Site Name: _____

Comments: _____


 *Is sufficient information provided to assess the likelihood of a release of hazardous substances to ground water? (pp. 53-58) Y/N _____*

Comments: _____


| <u>Ground Water Targets</u> | <u>Ref(s) Checked?</u> |
|-----------------------------|----------------------------|
|-----------------------------|----------------------------|


Is the following ground water target information included:

| | | |
|---|--|-------|
|  _____ | <i>Distance to nearest drinking water well (p. 73)</i> | _____ |
|---|--|-------|

| | | |
|---|---|-------|
|  _____ | <i>Description of municipal and stand-by wells, including location/ distance from site, depth of well/aquifer from which water is drawn (pp. 14, 62-65)</i> | _____ |
|---|---|-------|

| | | |
|-------|--|-------|
| _____ | <i>If municipal and stand-by wells are part of a blended system, total number of wells/intakes that contribute to the overall system and the percent contribution of each well/intake within the target distance limit (pp. 62-64)</i> | _____ |
|-------|--|-------|

| | | |
|---|--|-------|
|  _____ | <i>Populations served by municipal well(s), including stand-by Wells by distance category within 4 miles of the site (pp. 14, 62-65)</i> | _____ |
|---|--|-------|

| | | |
|---|---|-------|
|  _____ | <i>Description of private wells within 4 miles of the site, including aquifer(s) from which water is drawn and associated population per distance category (pp. 14, 65)</i> | _____ |
|---|---|-------|

| | | |
|-------|--|-------|
| _____ | <i>Other uses of ground water (e.g., irrigation, industrial) (p. 75)</i> | _____ |
|-------|--|-------|

| | | |
|-------|--|-------|
| _____ | <i>Wellhead Protection Areas (p. 74)</i> | _____ |
|-------|--|-------|

Site Name: _____

Comments: _____



As presented, does the ground water population description provide enough information to calculate an HRS target value? (pp. 68-75) Y/N _____

Comments: _____

Surface Water Pathway

Ref(s)
checked?

Does the PA include the following information:



_____ Sketch of surface water migration path indicating probable point of entry (PPE) and target locations (pp. 82, 86-88, 146) _____

_____ Facility discharges to surface water (including permit information) _____



_____ Distance to surface water (p. 81) _____

_____ Floodplain designations/flood frequency (p. 83) _____

_____ Surface soil type and permeability of overland drainage route (p. 79) _____

_____ Drainage area description (p. 79) _____

_____ 2-year, 24-hour rainfall (p. 79) _____

_____ Mean annual precipitation (p. 79) _____

_____ Water body types along K-stream-mile migration route, including segment description and intermittent/perennial depiction (p. 91) _____


_____ Stream flow characteristics of each segment (p. 91) _____

Site Name: _____

Visual signs of contamination (e.g. oily sheen, stressed vegetation, sediment discoloration, absence of wildlife) (pp. 80, 95) _____

Fishery, intake, and/or surface water recreational area closures (p. 95) _____

Comments: _____


 *Is sufficient information provided to assess the likelihood of a release of hazardous substances to surface water? (pp. 78-85) Y/N_____*


Comments: _____

Surface Water Targets

Ref(s)
Checked?

Is the following surface water target information included:


 _____ *identification and location of drinking water intakes, including standby intakes (p. 88)* _____

 _____ *Population served by each intake (apportioned population if the intake is part of a blended system) (p. 90)* _____

 _____ *Description and location of fisheries (p. 91)* _____

_____ *Organisms fished* _____

_____ *Other uses of surface water (p. 102)* _____

 _____ *Description and location of sensitive environments in or contiguous to the surface water migration path (p. 92)* _____

Site Name: _____

_____ Wetland frontage (p. 93) _____

Comments: _____



As presented, does the surface water population description provide enough information to calculate an HRS target value for the drinking water threat? pp. 88-90, 94-202) Y/N/NA_____ For the human food chain threat? (pp. 91-92, 103-104) Y/N/NA_____ For the enviromental threat? (pp. 92-93, 105-107) Y/N/NA_____

Comments: _____

Ref(s)

Soil Exposure Pathway

Checked?

Does the PA include the following information



_____ *Identification of known/suspected areas of contamination pp. 110-111)* _____

_____ Discussion of previous surface soil sampling, including analytical data and summary of results (p. 145-146) _____

_____ Attractiveness/ accessibility of areas of contamination _____

Soil Exposure Targets

Is the following soil exposure target information included:



_____ *Residences, schools, and day care centers and associated populations within 200 feet of an area of known/suspected contamination (or within 200 feet and on the property of an area of contamination if boundaries of the area are well defined) (p. 118)* _____

_____ Work areas and number of workers on site within 200 feet of an area of known/suspected contamination (p. 115) _____

Site Name: _____

_____ Use or site/areas of contamination (i.e., resources) (p. 123) _____

_____ Terrestrial sensitive environments located on an area of known/suspected contamination (pp. 116, 122) _____

_____ Nearby population within a 1-mile travel distance in 0 to 1/4 mile, >1/4 to 1/2 mile, and >1/2 to 1 mile distance categories (p. 124) _____

Comments: _____



As presented, does the soil exposure population description provide enough information to calculate a resident population target value? (pp. 118-123)

Y/N/NA _____ *Nearby population target value? (p. 124 Y/N* _____

Comments: _____

Air Pathway

Does the PA include the following information

Ref(s)
Checked ?

_____ Direct observation of substances released to air (p. 127) _____

_____ Site reconnaissance safety monitoring instrument (HNU, OVA) results _____

_____ Description of cover material/containment (p. 40) _____


_____ Discussion of previous air sampling if any, including analytical data and summary of results (p. 127) _____

_____ Reported odors/citizen complaints (p. 127) _____

Site Name: _____

_____ Known reports of adverse health effects associated with
_____ a suspected/known release (p. 127) _____

Comments: _____

 Is sufficient information provided to assess the likelihood of a release of hazardous substances to air? (p. 226-130) Y/N _____

Comments: _____

Air Targets

Ref(s)
Checked?

Is the following air target information included:

_____ Distance to nearest residence or regularly occupied building (p. 137) _____

_____ Population within 0 to 1/4 mile, >1/4 to 1/2 mile, >1/2 to 1 mile, >1 to 2 miles, >2 to 3 miles, and >3 to 4 miles (pp. 131-132) _____

_____ Resources within 1/2 mile of the site (p. 140) _____

_____ Identification and location of sensitive environments within 1/2 mile of the site (pp. 138-139) _____

Comments: _____

Site Name: _____



As presented, does the air population description provide enough information to calculate an HRS target value? (pp. 131-140) Y/N _____

Comments: _____

Photodocumentation Log

Are photos of the site, accompanied by a written description and reference to their location on a site map, included as an attachment to the PA report? (p. 147)

Y/N _____

Comments: _____

Documentation

Are the following references included with the report?

_____ Topographic map with 4-mile radius indicated (p. 23)

_____ Population apportionment and calculation worksheets (Appendix C, p. 30)

_____ County census data or population database (e.g., GEMS) (p. 24)

_____ Field reconnaissance logbook (p. 29)

Comments: _____

Is the information throughout the narrative adequately referenced? (p. 143) Y/N _____

Comments: _____

Site Name: _____

Are statements in the narrative supported by the references cited? Y/N _____

Comments: _____

Are page numbers provided in reference citations? Y/N _____

Comments: _____

II. *PA Quality*



Does the PA provide sufficient information for SI planning? Y/N _____

Comments: _____



Is the information in the PA report presented in a format consistent with PA guidance? (pp. 143-144) Y/N _____

Comments: _____

Site Name _____



Does the PA sufficiently address all pathway characteristics that could significantly impact the site decision? Y/N _____ All target information? Y/N _____
All site operational information? Y/N _____

Comments: _____



Are wastes adequately characterized based on available information? (pp. 44-51)
Y/N _____

Comments: _____



Did the PA highlight concerns that may not be addressed by HRS factors? (e.g., imminent explosion potential, Emergency Response notification) Y/N/NA _____

Comments: _____



Is the information presented in the PA report consistent with the information provided in the preliminary HRS scoresheets? Y/N _____

Comments: _____

Site Name: _____



Are projected releases of hazardous substances to the environment, if any, appropriate for the site? Y/N/NA_____

Comments: _____



Is the designation of primary and secondary targets appropriate for significant or potentially significant pathways? Y/N_____

Comments: _____



Does the PA provide sufficient information to support a recommendation? Y/N_____
Does the reviewer agree with the PA recommendation? (i.e., SEA, H, or L) Y/N_____

Comments: _____



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY!
WASHINGTON, D.C. 20460

MAY 3 1991

OFFICE OF
SOLID WASTE AND EMERGENCY RESPONSE

MEMORANDUM

SUBJECT: Preliminary Assessment (PA) Review Checklist
FROM: Janet Grubbs, Chief
Sit#Assessment Branch (OS-5204G)
TO: Federal Facility Contacts

I am providing the attached PA review checklist as a supplement to the Guidance for Performing Preliminary Assessments Under CERCLA (EPA/540/G-91013, September 1991) that you had previously received.

This checklist summarizes the most important factors that each PA may need to evaluate and each PA report may need to address. Anyone conducting a PA can use this checklist to ensure the adequacy of the PA report. Likewise, PA reviewers can use the checklist as a review guide.

If you have any comments or questions on this checklist, please call John Hollister at (703) 603-8835.

Attachment

cc: Don Franklin (OFFE)
Site Assessment Section Chiefs (Regions 1 - 10)

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